



CONCORDIA UNIVERSITY

1530 Concordia West • Irvine, CA 92612

SCHOOL OF ARTS AND SCIENCES MA IN COACHING & ATHLETIC ADMINISTRATION

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SECTION I: General Information

WELCOME TO THE SCHOOL OF ARTS AND SCIENCES GRADUATE PROGRAM

Concordia University Irvine serving Orange County, Greater Long Beach, Pasadena/Glendale, Temecula, East San Gabriel Valley, and the online community.

We are pleased that you have selected Concordia University as the university to complete your Master of Arts degree in *COACHING & ATHLETIC ADMINISTRATION (MCAA)*. The following pages will help to provide you with needed information about the program.

SCHOOL OF ARTS AND SCIENCES PURPOSE STATEMENT

The School of Arts and Sciences strives to educate its students with the multi-faceted context of the liberal arts. Using both the riches of the past and the knowledge of today, Concordia instills in its students a disciplined and coherent worldview to prepare them to be active and effective leaders in today's world of athletics.

GENERAL UNIVERSITY INFORMATION

ACCREDITATION

Concordia University and the MCAA Program are fully accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, P.O. Box 9990, Oakland, CA 94613-0990, (510) 632-5000. Students and other interested parties may review accreditation documents by making a request to the Office of the Provost.

BOOKSTORE

The campus bookstore is open during the regular academic year Monday–Thursday from 9:00 a.m.–6:30 p.m. and Friday from 9:00 a.m.–4:00 pm. Textbooks and school/study related items may be obtained as well as stationery items, gift items, cards and casual clothing carrying the university emblem. Additional hours and/or changes in hours will be posted. Summer hours vary. Please call the bookstore at ext. 1420 for a summer schedule.

FOOD SERVICES

The university employs a professional food service to prepare food and provides an excellent dining service program for all students, employees and guests. The Eagle Rock is open Monday through Friday until 8:00 pm during the fall and spring terms. Summer hours may vary. The Eagle Rock serves a variety of grill items, salads, snacks and beverages. The Café (main dining hall) is open during regular meal hours during the fall and spring terms and features a variety of “from scratch” entrees including a salad bar and made-to-order choices. Services in the Café also include a New York-style deli, full beverage bar and desserts ranging from fresh fruit to frozen yogurt. Money can be placed on one's student I.D. card through the campus bank. Students must be sure to specify that they want “flex” dollars put on their I.D. cards in order to use them in the Café and Eagle Rock. Cash is also acceptable in both places.

LIBRARY AND LEARNING RESOURCES

In an era of technology and information, the library plays an essential role in providing the resources students and faculty need to achieve academic excellence. Located next to the main parking lot, Concordia's library services provide rich on-campus collections complemented by many public, academic and research libraries in the area. Our librarians and student assistants will be happy to acquaint you with the computer programs available for research. These include Sport Discuss, InfoTrac, ERIC, ALTA Religion Database and Unicorn (Online Catalog). Databases are accessible from any network port on campus or they are also available to registered students from off campus through a proxy server. Students must have a password to use these databases off campus. Passwords are available from the charging desk at the library. Passwords cannot be given out over the phone or through email. VCRs and monitors are provided for your convenience as well as personal computers and copy machines. Conference rooms and a teacher resource room are also available on a first come, first serve basis. Please visit <http://library.cui.edu/lib/index.htm> for the most up-to-date library hours. Students must have a current student I.D. in order to check out library materials.

PARKING FACILITIES

The student and visitor parking lots, located on the west side of the campus close to the Library Arts Building have adequate parking for students. Parking permits are required for campus parking. These free permits can be picked

up in the University Services/Security Department, Admin. 120. You will need to bring your drivers license, proof of insurance, and your vehicle registration to obtain your permit.

STUDENT IDENTIFICATION CARD

Graduate students may obtain their I.D. cards during registration hours of the fall term. At other times the I.D. cards can be obtained in the Registrar's Office, Grimm Hall 105, during regular hours (8:00a.m. - 4:30 p.m.).

INSTRUCTIONAL TECHNOLOGY

For help with instructional technologies, please contact John Randall at 949-854-8002 x 1503

APPLICATION INFORMATION

(see www.cui.edu for application forms)

To be considered for admission to the master's program, a student must:

Have a bachelor's degree from a regionally accredited institution or an international evaluation verifying the equivalent of a regionally accredited U.S. bachelor's degree.

Steps to Apply to the MCAA Program:

Application deadlines for each term can be viewed at

<http://www.cui.edu/admissions/graduate/index.aspx?id=12630>

1. Submit an online application for admission to the Graduate Admission's Office with **nonrefundable application fee of \$50.00** (see www.cui.edu for form).
2. Provide **ONE** official transcript from the college or university that shows your confirmed bachelors degree from an accredited college or university. (*Transcripts must be received in an official SEALED envelope.*) If degree is from a non-U.S. institution, applicant must provide an official, detailed transcript evaluation from an approved international credential evaluation service that shows the equivalent of a regionally accredited U.S. degree.
3. A student may be **conditionally accepted** for 1 term (2 course maximum) with unofficial transcripts. The condition of this registration is that the official transcript must be received before registration for subsequent term is permitted. A "hold" will be placed on a student's account if official transcripts are not received.
4. **To be considered for full admission**—a cumulative GPA of 2.75 or better (4.0 scale) in all previous college work.
5. **To be considered for admission with a GPA below 2.75**—a cumulative GPA of 2.75 or below in all previous college work will be considered with a petition letter. This letter of appeal may be addressed to the Admissions Committee and mailed to the Graduate Admissions Office, 1530 Concordia West Irvine, CA 92612

International applicants whose first language is other than English must submit a passing TOEFL score. TOEFL scores must meet the minimum university requirement which is 550 for the paper based test, 213 for the computer based test and 79-80 for IBT. Official test scores must be mailed to Concordia directly from the test company.

Upon completion of all admission requirements, you will be notified by the Graduate Admission's Office regarding your acceptance into the MCAA program.

FINANCIAL AID INFORMATION

Obtaining a quality education today represents not only an investment of time and energy, but a growing financial commitment as well. Concordia University participates in programs of financial aid to university students which have developed nationally, within the State of California, and within the church.

Federal student loans are also available to eligible post baccalaureate students. Financial Aid is distributed according to university policies, and counselors will assist students in the completion of the appropriate forms. Forms are available in the Financial Aid Office (1st floor of Grimm Hall).

1. **TUITION AND FEES**

- Application fee is a one time payment of \$50.00 unless done via online application. (\$125.00 for international students). The application fee is due with the application for admission to the program. Payment may be made by cash, check or credit card. Tuition rate for each academic year is set prior to the summer session. Although some courses may have special fees, generally the only further costs are for textbooks and supplies.
- The tuition rates apply to the academic year June through May.
- Once the student is registered and fees paid for the first class and assuming continuous enrollment until the degree is completed, the tuition rate will remain the same until you graduate.
- Registration of your vehicle is required if classes are taken on the campus; however, there is no parking fee.

2. **PAYMENT POLICIES AND PROCEDURES**

Full payment of tuition and fees is due ~~four weeks prior~~ to the beginning of class. Total payment is due if your FAFSA has not been filed. Payment plans are available. Payment may be made by cash, credit card or check. (Please contact the Bursar's Office for information regarding our monthly payment plan.)

3. **REFUND POLICY**

- **Refunds Prior to Beginning of Courses:** Enrolled students may cancel enrollment and receive a refund of all monies paid (with the exception of the application fee) prior to the first day of classes for the course(s) in which they are enrolled.
- **REFUNDS AFTER CLASSES BEGIN:** Students who withdraw from school after classes begin may apply in the Bursar's Office for refunds (i.e., tuition, student service fee, room and board). Concordia University refund policy is determined by a weekly percentage. Once the 60 percent or more of the term is complete, refunds are no longer available.
- **RETURN OF TITLE IV FEDERAL FINANCIAL AID POLICY** (This policy is in effect as a result of the Higher Education Amendments of 1998 HEA 98). The Federal Title IV programs covered under this policy include Federal Pell Grant, Federal SEOG, Federal Stafford Loan and Federal Plus Loan. A student withdrawing from Concordia University during a term must file an official withdrawal form with the Office of the Registrar located in Grimm Hall 119 or contact Cheryl Siebert at cheryl.siebert@cui.edu 949-854-8002 x1251). If a student is not able to visit the office, he/she may contact a staff person in the office regarding the withdrawal date. The student's official withdrawal date will be determined by the university as:
 - 1) the date the student began the university's withdrawal process;
 - 2) the midpoint of the term if the student withdraws without notifying the university; or
 - 3) the student's last date of attendance at an academically related activity as documented by the university.

If the student begins the withdrawal process and then later decides to continue attendance at Concordia University, the student must indicate this in writing to the Office of the Registrar and indicate that his/her intention is to complete the term.

If a student withdraws during a term, the portion of the federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the term to the number of days that the student completed before he/she withdrew. If the percentage earned is 60 percent or greater, the student is considered to have earned 100 percent of eligibility. This policy does not affect the student's charges. The university's withdrawal policy will be used to determine the reduction, if any, in the student's tuition, student service fee, room and board charges. If it is determined that a portion of the financial aid received on the student's behalf is unearned, the university shares with the student the responsibility of returning those funds. Any grants and loans that a student is required to return to the federal programs are considered overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay or make payment arrangements to repay an overpayment, the student will lose his/her eligibility to receive future federal financial aid at any institution.

4. **LOANS**

As a post-baccalaureate student at Concordia University, you are eligible to apply for federally guaranteed student loans under the Federal Family Education Loan Program (FFELP). The FFELP includes the Federal Subsidized Stafford Loan or the Federal Unsubsidized Stafford Loan. A Graduate PLUS loan, for which graduate students only are eligible, is also available. You become responsible to repay on a Federal Stafford Loan six months after you graduate, drop below half-time status or withdraw from school. The six months is called a "grace period." For the Unsubsidized Federal Stafford Loan, the borrower is responsible for interest that accrues during the in-school, grace and deferment periods. There is no grace period for the PLUS loans. Repayment begins immediately after the loan is fully disbursed.

5. FINANCIAL AID PROCESS

- Pick up financial aid paperwork from the Financial Aid Office, request it from the Financial Aid Office first floor of Grimm Hall (finaid@cui.edu) or download it at www.cui.edu.
- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Concordia University's code is 013885.
- Complete the post-baccalaureate financial aid application and submit it to the Financial Aid Office. If you have attended prior institutions, please list them at the bottom of the front page. Please complete all sections. On this form you will indicate the number of units you plan to take per term. Each course is four units. Fall I and Fall II courses are combined for financial purposes.
- You will receive a Student Aid Report (SAR) after you send your FAFSA to the Federal Student Aid Program. The SAR reports back all the information that you originally reported on the FAFSA. Once you receive it, please review it for accuracy and make any corrections that may be necessary.
The federal processor randomly selects one-third of all FAFSAs submitted for a process called verification. If you are selected, you will need to provide the following documents:
 - Submit a signed copy of your/your spouse's IRS 1040, 1040A or 1040EZ to the Financial Aid Office. Please be sure to include all pages you submit to the IRS, including copies of your W-2 forms. If you do not file with the IRS, you must indicate so on the verification worksheet and you may be requested to complete a budget worksheet.
 - Submit a verification worksheet.

Once all of these steps have been completed and you are registered for classes, the Financial Aid Office will review your information and determine your eligibility for financial aid for the academic year in which you are enrolled. This will include reviewing the resources you have available to pay for your education and the educational costs that you will incur while attending Concordia University.

Satisfactory Academic Progress (SAP) Policy

- Federal regulations require all schools participating in Title IV financial aid programs to have a Satisfactory Academic Progress SAP policy. Title IV financial aid programs include: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Direct Subsidized Stafford Loan, Federal Direct Unsubsidized Stafford Loan, Federal Direct PLUS Loans, and Work-Study. The requirements of this policy apply to all students receiving federal, state, and institutional aid.

Minimum Standards

To remain eligible for federal grants, loans, and work-study, students must meet the standards indicated below at the end of each semester. Please note the standards to establish and maintain eligibility for Title IV assistance are more stringent than the University's academic standards for continuous enrollment. At the end of each term of enrollment, students must earn the minimum cumulative GPA, minimum number of credit hours, and be within the maximum timeframe. Failure to meet the minimum cumulative standards may result in a loss of financial aid eligibility.

- **Qualitative Measure of Progress**

The qualitative requirement sets a minimum Cumulative Grade Point Average (GPA) for the degree level at which a student is classified. Note: This is the GPA used to determine one's status and includes grades from courses taken at all other schools that are accepted by Concordia. To remain in compliance, a student must maintain the following cumulative GPA after each period of assessment:

- Minimum Cumulative GPA for undergraduate students is 2.0
- Undergraduate academic scholarship requires a cumulative GPA 2.5
- Undergraduate Presidential Honor's Scholarship requires a cumulative GPA 3.7
- Graduate students 3.0

- **Quantitative Measure of Progress**

The quantitative requirement contains two components, (1) Pace of Progression and (2) Maximum Timeframe.

1. Pace of Progression/Completion Rate

The credit hour completion rate reflects the pace at which students must progress to ensure that they are able to complete their degree program within the maximum timeframe. The pace of progression is calculated by dividing the cumulative number of hours the student has successfully earned by the cumulative number of hours the student has attempted. All students regardless of classification must earn 67% of all hours attempted. This is a cumulative calculation and includes credits attempted at all schools before and while attending Concordia.

2. Maximum Timeframe

The maximum timeframe for undergraduate students to complete their degree cannot exceed 150% of the published length of the academic program. Hours are counted starting with the semester the student entered school, even those semesters in which he/she did not receive financial aid. The maximum timeframes are listed below:

Bachelor's Degree 180 Attempted Hours

Master's Degree Attempted Hours required for program

Hours Attempted: Hours attempted include all hours pursued in the student's career and are counted in the maximum timeframe whether or not financial aid was received. Attempted hours also include the following: withdrawals, incompletes, failing grades, remedial coursework, repeated coursework, and transfer credits accepted by the University.

Appeals are available contact the Financial aid Office for more information.

Repeated Coursework: Students are allowed to repeat a previously passed course and have it count toward enrollment for financial aid eligibility only once. However, all repeats count against the maximum timeframe (total attempted credits) and reduce the pace/completion rate because they count as earned credits only once.

For Financial Aid questions contact: Ken Dillinger at ken.dillinger@cui.edu or at 949-214-3068

ACADEMIC INFORMATION AND POLICIES

1. ACADEMIC ADVISING

Planning for the MCAA degree program must be done in consultation with the MCAA Academic Advisor, Chelsea Rhodes (Chelsea.rhodes@cui.edu). This ensures that the candidate is aware of the current program requirements and has scheduled his/her program to be completed with these requirements.

2. MASTER OF ARTS DEGREE

A student has six years to complete all requirements in the MCAA degree.

3. CLASS ATTENDANCE

Due to the nature and schedule of the courses, attendance at all regularly scheduled classes is mandatory. Only under extenuating circumstances will absences be excused at the discretion of the instructor, program director and Dean of the School of Arts and Sciences. Failure to attend classes does not constitute withdrawal.

4. COURSE LIMITATIONS

Students are limited to taking 8 units during the Fall I, Fall II and Spring terms and 12 units during the summer term.

5. COURSES: ADD—DROP—CHANGES

It is the student's responsibility to initiate changes in all course registrations. The student may add/drop via Banner Web before the class begins. After the class begins, he or she must contact their advisor for an add/drop form and notify their instructor. All forms must be signed by the student and require the approval of the instructor involved and the Office of the Registrar. Due to the nature of the courses, a course may only be added during the first week of the course. A course may be dropped during the first week of the term without receiving a "W" on the academic record. Courses dropped after the first week of the course will be recorded on your academic record as a withdrawal "W." A course may be dropped up to the last day of the term with permission from the advisor. Please pay close attention to the add/drop dates; they will be strictly enforced. You must formally withdraw from a course

or it will be recorded as a failed course with a grade of "F." Non-attendance does not constitute a withdrawal. If a course is not dropped using the above procedures, the instructor will assign an A/B/F grade. A student will not receive a full refund for any courses dropped after the first day of classes for the term in which they are enrolled. See "Refund Policy" at the following link: <http://www.cui.edu/studentlife/bursar/index.aspx?id=20280>
Failure to follow the official procedures outlined above will result in credit not being granted for a course not officially added or the assigning of the grade of "F" for courses not officially dropped.

6. GENERAL APPEALS POLICY FOR GRADES/ACADEMIC DISPUTES

For all issues other than admission, the following summarizes procedures for appeals. Students with grievances must address those grievances with the person or office directly involved. If the student does not feel the issue is satisfactorily resolved he/she may file a formal written appeal with the Dean of the School of Arts and Sciences. The appeal should contain a rationale as to why the decision in question should be reconsidered. The dean will render a decision within seven days or call for an appeal committee composed of two MCAA faculty and one graduate student. Any current graduate student may appeal the dean's decision and request a formal appeal hearing. The findings of the Appeal's Committee are final.

7. STOPPING OUT AND INACTIVE STATUS

Students may step out for one term. However, if a student steps out from two consecutive terms, he or she must complete a re-admission application and will be responsible for the current tuition rate at which they re-enter the program. If the stop out is longer than one year, the student is considered inactive and must re-apply through Admissions.

8. MAINTAINING GOOD STANDING IN THE MCAA PROGRAM

Students are responsible for maintaining and monitoring their own satisfactory progress. A student must maintain a 3.0 to remain in good standing in the MCAA program. If a student drops below a 3.0, the student has one term on probation. By the end of that term, the student must have brought the GPA back to the acceptable 3.0 cumulative or the student will be dismissed from the program.

9. PROBATIONARY STATUS

A student is classified as on probation if he/she has been fully admitted to a degree program and does not maintain the appropriate 3.0 GPA or receives an F in a course. Other reasons a student may be classified as probationary may include issues related to moral or ethical character and/or other conditions or combination of conditions that cause substantive reason to question the student's fitness for the program. A student must resolve any issues leading to the probationary status by the last day of the term following the term in which the condition resulting in probationary status arose. If this is not possible, i.e. the course needing to be repeated is not offered, the program director may determine an appropriate time line. If the probationary status is not remedied, the student will be dropped from the program.

10. PLAGIARISM/CHEATING

All courses and academic work at Concordia University seek to empower students for independent learning, resourcefulness, clear thinking, and perception. All submitted work and activities should be genuine reflections of individual achievement from which the student can derive personal satisfaction and a sense of accomplishment. Plagiarism and cheating subvert these goals. Minimum consequences for any infraction of plagiarism or cheating will be an F on the assignment. The maximum consequence is an F for the course and dismissal from the program.

11. ACADEMIC DISMISSAL

The first step in academic dismissal is placing a student on probationary status. Students who do not remedy academic difficulties and return to "good standing" within one term will be dismissed from their program.

12. REPETITION OF MCAA COURSES

A master's degree course may be repeated only one time in order to improve the GPA necessary for continued enrollment in the program. Courses must be repeated at Concordia. No more than one course may be repeated. When a course is repeated, the higher grade takes precedence and is averaged into the GPA. The lower grade is still indicated on the transcript but is not averaged into the GPA. (For instance, if a student earned an "F" the first time he/she took a course, but earned a "B" upon retaking the course, his/her transcript would indicate both times the student took the course along with the respective grades. The "B" grade would be averaged into the

GPA, because it is the higher of the two. The "F" grade would no longer be averaged into the GPA; however, the transcript would still indicate that the student received an "F" the first time he/she took the course.

13. SPECIAL LEARNING NEEDS OF STUDENTS

Concordia University, in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, is committed to providing reasonable accommodations for qualified students with disabilities so that they can participate in the university's educational programs and activities. It is the student's responsibility to make his/her needs known in a timely manner by providing the university with proper verification and documentation of the disability. Guidelines for proper verification can be obtained from the Learning Center director. As procedures for documentation and accommodation review take time, the student is encouraged to request accommodations prior to the beginning of each course. After the second day of a course Concordia University can not guarantee that services will be facilitated. Requests for reasonable accommodations are facilitated through the Learning Center.

14. TRANSCRIPTS

A transcript order is defined as a request for a transcript to each separate destination/address; each separate destination/address constitutes a separate order. Students may obtain an official transcript of their academic record by filing a request at the Office of the Registrar. A fee is charged for transcripts and must be paid in advance. Ten working days should be allowed for processing and mailing of the transcript. Transcripts will not be released until all fees have been paid. Transcripts from other schools become the property of the university and will not be released or copied. Concordia University students transitioning from BA status to graduate status will not need to order transcripts from other institutions attended. Unofficial transcripts can be printed using Banner Web.

15. TRANSFERRING IN COURSES

A maximum of eight (8) term graduate units may be transferred into the Master of Arts in Coaching & Athletic Administration Program. These courses must be approved by the directors of the MCAA Program and must closely match course descriptions in Concordia's program. All requests must be in writing along with appropriate course descriptions, syllabi and transcripts. Please note that Concordia University cannot guarantee that courses can be transferred to other institutions.

16. GRADING SYSTEM

The grade point average (GPA) at Concordia University is computed on a four-point scale and determined on the basis of the scale below. Specific grading requirements for each course will vary greatly, and the letter grades cannot be defined here other than in a general manner. *Only grades of A through B- may be applied towards the Masters in Coaching and Athletic Administration.*

The following grade points are applied by the Office of the Registrar to the grade point average for each final grade given by the professor.

	A	4.0 grade points
	A-	3.7 grade points
	B+	3.3 grade points
	B	3.0 grade points
	B-	2.7 grade points
	F	0.0 grade points
	P	Passing Grade – No grade points
AUD	Audit	Assigned for classes attended for no credit and for the purpose of gaining information without the requirements of tests and papers.
IF	Incomplete	Assigned when a student, with the consent of the instructor, postpones the submission of certain work because of extenuating circumstances. Incompletes must be removed within seven weeks from the beginning of the next term, excluding summer sessions, unless an extension is granted by the instructor with an approval from the dean. Incompletes incurred during summer sessions must be removed within seven weeks from the beginning of the fall term with the same stipulation. Failure to remove an incomplete will result in the automatic change to the alternate grade (F)..
IP	In Progress	Assigned when an educational experience (e.g. thesis and practicum) is designed to extend beyond a single grading period. An "IP" grade must be accompanied by the terminal date at which the regular grade is due. When the grade is not assigned and submitted to the registrar within the specified time after the terminal date, the grade of "I" will be assigned

		in accordance with the policy on the grade of "Incomplete." Thereafter, the course is governed by the rule of "I."
CR	Credit	Assigned when credits are earned by examination rather than by attendance.
W	Withdrawal	Assigned when a student officially withdraws from a class after the sixth week.
WF	Withdraw F	Assigned when a student officially withdraws from a class after the sixth week through the last day of instruction.
Grade Changes		It is the student's responsibility to bring any error in grades to the attention of the instructor within one term following the issued grade. Grade changes are made only because of computation or recording errors and must be corrected no later than the last day of classes of the next full term. Submission of extra work after a term is completed will be permitted only when a grade of "Incomplete" was assigned.

GRADUATION

All Master of Arts students are encouraged to celebrate the completion of their program by participating in the annual graduation ceremony held each May. However, students need to plan ahead for this event and be in good academic standing (cumulative GPA 3.0). All students must have completed their program or be currently enrolled in MCAA 595 or MCAA 595E with plans [verified by their academic supervisor] to have their culminating project completed by May in order to participate in the May graduation ceremony.

GRADUATION POLICIES

Each student must register for graduation by the specified deadline. Applications for graduation are available on the Concordia University website and must be completed even if you do not plan to participate in the graduation ceremonies. Graduation application deadlines are available at <http://www.cui.edu/student-services/registrar/index.aspx?id=1028>.

Graduation applications deadlines are posted on the Registrar's page of the website.

Concordia University holds commencement only in May. Students who complete graduation requirements during the previous year are invited to participate in the May commencement. Applications are processed at the end of each term. Please allow four to five weeks for your degree to be posted upon the completing of the term.

SECTION II: Program Overview

RATIONALE

The School of Arts and Sciences offers a master's degree program in coaching & athletic administration. This program provides a unique opportunity for programs in athletic administration or physical education. Concordia's program provides leadership as coaching and athletic administration develop as a profession, especially in the realm of infusing ethics and values into coaching.

Issues facing programs include: lack of well-qualified personnel; a need for ethics training, and a defining philosophy of sport. The MA in Coaching & Athletic Administration Program will combine the best practice in instructional methods in sport science and will include material that emphasizes ethical practices and principles in real life situations. This is consistent with the mission of Concordia University, Irvine. The program is broad in its foundation building upon the liberal arts, yet sufficiently focuses on the emerging profession and discipline of coaching.

ACCREDITATION STANDARDS AND/OR PROFESSIONAL ASSOCIATION GUIDELINES

The National Standards for Athletic Coaches (37 standards organized into eight domains) as developed by the National Association for Sport and Physical Education (NASPE) as its program standards. Students will develop portfolios as a part of their culminating projects demonstrating competency in each of the eight domains. Course projects that support the eight domains will be identified in the course syllabi. The eight domains are:

1. Injury Prevention, Care and Management
2. Risk Management
3. Growth, Development and Learning
4. Training, Conditioning, and Nutrition
5. Social-Psychological Aspects of Coaching
6. Skills, Tactics and Strategies
7. Teaching and Administration
8. Professional Preparation and Development

MCAA REQUIREMENTS

Master of Arts; Coaching and Athletic Administration 36 Units

Master of Arts; Coaching and Athletic Administration Core 20 Units

Course	Name	Units
MCAA 510	Principles of Coaching & Leadership	4
MCAA 530	Ethics and Sport	4
MCAA 550	Research Methods & Analysis	4
MCAA 580	Legal Aspects of Sport	4
MCAA 595	Culminating Project	4

ELECTIVES 16 Units

Must choose 4 classes

Course	Name	Units
MCAA 520	Psychology of Coaching	4
MCAA 540	Sport Technologies	4
MCAA 560	Leadership & Administration	4
MCAA 561	Athletic Finance	4
MCAA 562	Facility Planning and Event Management	4
MCAA 570	Sport Medicine & Performance	4
MCAA 585	Strength, Speed & Conditioning	4
MCAA 590	Coaching Academy	4
MCAA 591	Athletic Director Institute	4

***The MCAA courses are offered four times during the year:
Fall I, Fall II, Spring and Summer.***

Key:	
Fall I	Course begins the last Monday in August
Fall II	Course begins in mid November
Spring	Course begins in February, the last Monday of the month
Summer	Tentative Summer Course Schedule will be posted in March
	One week summer intensive classes meet M-F, 8 a.m. - noon and 1 p.m. - 5 p.m. on the scheduled days.

Students in the onsite program will meet from 6:00 pm to 10:00 pm on Mondays for eleven weeks during the Fall I, Fall II and Spring terms. Students may take two or three courses during the Summer terms; these terms are one week long from 8:00 am to 5:00 pm Monday through Friday. The on-line courses follow the same calendar and are available on a 24-hour basis.

SECTION III: COURSE DESCRIPTIONS

Master of Arts: Coaching & Athletic Administration (36 units)

- MCAA 510 Principles of Coaching & Leadership** 4
Methods of teaching sport skills, and sport management skills. The purpose will be to promote athletes' growth, development, and learning, while teaching age-appropriate skills. Includes analysis of National Coaching Standards.
- MCAA 520 Psychology of Coaching** 4
Sport psychology principles applied in a coaching environment, including the concepts of motivation, confidence building, competitive anxiety, communication skills, group processes, and emotional growth.
- MCAA 530 Ethics and Sport** 4
Examination and analysis of the philosophy and ethics of coaching. Students will examine how values are communicated, and how to facilitate positive social and emotional growth. Students will write personal statements on their philosophy of coaching, and will work through ethical dilemmas in sport.
- MCAA 540 Sport Technologies** 4
Current uses and application of technology in sport. Included will be video analysis of skill, analysis of computer data printouts, and integration of technology with coaching and administration applications. Students will apply skills, strategies and tactics in applied analysis training
- MCAA 550 Research Methods & Analysis** 4
Review of graduate research techniques. Introduction to action research and professional portfolio development.
- MCAA 560 Leadership & Administration** 4
Principles of leadership, organization, and management of sport programs. Included will be leadership skills and techniques, communication, scheduling, and program reviews.
- MCAA 561 Athletic Finance** 4
This class will be an advanced study in the marketing and sponsorship of sport programs. It will incorporate the theories of athletic finance, current strategic planning models, and application for budgeting, grant writing, and fundraising.
- MCAA 562 Facility Planning and Event Management** 4
The class will be an advanced study in event management and planning of sport facilities. It will incorporate the development of new sport facilities and the management of existing sport facilities. Included in the study will be current event planning models, sport facility related finance, and facility management.
- MCAA 568: Advanced Theories and Strategies for Coaching Soccer *Intensive Course** 4
This class will provide soccer coaches with the tools to build upon their coaching philosophy, assist with program development, and continue with professional growth. The program will include; practice planning, technical vs. tactical training, cultivating relationships with administrators, parent groups, and officials and preparing players for the next level. This will be done through classroom and practical instruction; as well as presentations by guest speakers. *Requires class attendance as well as participation in pre and post attendance online learning requirements.
- MCAA 569: Advanced Theories and Strategies for Coaching Lacrosse *Intensive Course** 4
This course will serve to further the knowledge of both the veteran and the new lacrosse coach, covering topics such as: skills development, teaching lacrosse tactics and strategy, coaching philosophy, practice organization, developing strength training/conditioning programs, improving relationships with game officials, parents and Booster groups, and more. *Requires class attendance as well as participation in pre and post attendance online learning requirements.

- MCAA 570 Sport Medicine & Performance** 4
 Recognizing and caring for sport injuries. Included will be basic physical evaluation and taping skills, as well as purposes and procedures for adequate care of injured athletes. An application of nutrition information and eating to win is also included.
- MCAA 571: Advanced Theories and Strategies for Coaching Golf *Intensive Course** 4
 Advanced training to improve the coaching of golf. Theories, strategies and course content will include: history and etiquette of the game, proper mechanics and teaching/recruiting techniques. A combination of classroom learning and practical application of driving range. *Requires class attendance as well as participation in pre and post attendance online learning requirements.
- MCAA 572: Advanced Theories and Strategies for Coaching Cross Country *Intensive Course** 4
 A professional development training designed for high school and college cross country and distance running coaches. Topics will include: philosophy of the sport, best coaching practices, warm-up and stretching, successful training theory, cardio-training, nutrition, injury prevention, weight training theory, cardio-training, nutrition, injury prevention, weight training, mental training, and recruitment. *Requires class attendance as well as participation in pre and post attendance online learning requirements.
- MCAA 573: Advanced Theories and Strategies for Coaching Basketball *Intensive Course** 4
 A professional seminar designed to assist basketball coaches in developing their coaching philosophy, team building, and coaching strategies. Topics will include rules/regulations, team defense, special situations, fundamental offensive and defensive drills, strength and conditioning, and more. Experts currently working in the field will share/discuss their best practices coaching basketball. *Requires class attendance as well as participation in pre and post attendance online learning requirements.
- MCAA 574: Advanced Theories and Strategies for Coaching Football *Intensive Course** 4
 This course will offer football coaches the opportunity to increase their knowledge of operating a football program. This class will cover; position specific drills, offensive and defensive alignment and strategies, the importance of continual learning, the recruiting process, and situational coaching. Course instructors will include high school and collegiate level coaches leading in-class and on-field sessions. *Requires class attendance as well as participation in pre and post attendance online learning requirements.
- MCAA 575: Advanced Theory and Strategy for Coaching Softball *Intensive Course** 4
 This advanced level course will enhance the knowledge of novice and experienced softball coaches. Experts currently working in the field will discuss best practices for coaching successful softball programs. Areas covered will include: philosophies implementation of good practices, identifying common coaching mistakes, fundamentals for each position, on-field implementation drills, good hitting basics, technology to improve hitting, on-field team defense and strategy, recruiting process, identification of coaching methods and personal coaching. *Requires class attendance as well as participation in pre and post attendance online learning requirements.
- MCAA 576: Advanced Theory and Strategy for Coaching Volleyball *Intensive Course** 4
 This class will provide volleyball coaches with advanced training to improve coaching in volleyball. Discussion will include coaching philosophy, difference in the men's and women's game, training techniques in practice, coaching strategy, use of technology in practice and matches, sand volleyball, and running of high school, club and collegiate programs. The class will cover the various skills of volleyball, including attacking, blocking, setting, defense, passing and serving. *Requires class attendance as well as participation in pre and post attendance online learning requirements.
- MCAA 578: Advanced Theories and Strategies for Coaching Water Polo *Intensive Course** 4
 An educational seminar designed to assist water polo coaches in developing a framework for the operation of an aquatics program. This training will serve as a valuable tool for veteran and new aquatics coaches. Topics will include: rules/regulations, coaching philosophy, best practices within training sessions, developing strength training/conditioning programs and improving relationships among game officials, parents and Booster groups. *Requires class attendance as well as participation in pre and post attendance online learning requirements.

- MCAA 577: Advanced Theory and Strategy for Baseball *Intensive Course** 4
 This class will provide advanced training to improve the coaching in baseball. Theories, strategies and best practices will include: planning, organizing and conducting quality practices; hitting and pitching mechanics and fundamentals; offensive and defensive strategies; baseball specific strength and conditioning; college recruiting and professional scouting elements. There will be guest instructors and on-field demonstrations throughout the class. *Requires class attendance as well as participation in pre and post attendance distance learning requirements.
- MCAA 579: Advanced Theory and Strategy for Coaching Wrestling *Intensive Course** 4
 This course will serve to enhance the knowledge of both the new and veteran wrestling coach. Topics to be discussed will include skills development, tactics and counter moves, promoting your program, use of technology, coaching philosophy, strength and conditioning, practice organization, and community/media relations. There will be demonstrations and distinguished guest speakers throughout the course. *Requires class attendance as well as participation in pre and post attendance distance learning requirements.
- MCAA 580 Legal Aspects of Sport** 4
 Legal aspects of sport administration and coaching, including analysis of liability, application of sport law, and risk management. Included will be case reviews.
- MCAA 585 Strength, Speed & Conditioning** 4
 Principles of strength, flexibility, power and cardiovascular conditioning. Students will learn to construct and apply conditioning programs.
- MCAA 590 Coaching Academy** 4
 This seminar prepares students in the areas of coaching certification, drug testing programs, and administration of athletic programs.
- MCAA 591 Athletic Director Institute** 4
 This seminar prepares students regarding the duties and responsibilities of becoming an Athletic Director. Topics include but not limited to: budgets, leadership, facilities management, administration of athletic programs.
- MCAA 595 Culminating Project** 4
 This 4-unit experience will be an application of knowledge and skills related to one's area of coaching. Students must complete a **professional portfolio** which will be completed in their last session of attendance. A passing grade on the project is needed to complete this course. .
- MCAA 595E Continuing of Culmination Project** 4
 This class is an extension of MCAA 595 and students are to enroll in this course if they have not completed their Research Project while enrolled in MCAA 595. Students are not charged for this course.

*Requires class attendance as well as participation in pre and post attendance distance learning requirements.

Questions about the School of Arts and Sciences MCAA Program should be directed to:

Chelsea Rhodes
 Graduate Advisor
 Concordia University
 1530 Concordia West
 Irvine, CA 92612
 Chelsea.rhodes@cui.edu
 949-214-3261

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 1530 Concordia West
 Irvine, CA 92612

tom.white@cui.edu
949-214-3259

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Irvine, CA 92612
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1530 Concordia West
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cortney.hignight@cui.edu
949-214-3260

Alex Ackles
Program Coordinator
Concordia University
1530 Concordia West
Irvine, CA 92612
alexander.ackles@cui.edu
949-214-3266

SUMMARY OF PORTFOLIO

The portfolio/independent research paper engages the student in the summary, synthesis and interpretation of relevant literature on a coaching portfolio issue. The paper builds upon, but does not directly replicate work from, previous papers written for courses.

Objectives

Students will:

- critically analyze educational research and its application to coaching, teaching, learning or administration.
- demonstrate an understanding of theory and its application to research in sport education, learning or administration.
- demonstrate an understanding of statistics and their application to research in sport education, learning or administration.
- apply their knowledge of research methodology in identifying and defining a coaching issue.
- review, summarize, and evaluate research as it pertains to coaching.
- develop research questions and hypotheses(es) that contribute to scholarship.
- write an independent research paper/coaching portfolio.

MCAA 595-Culminating Project	
<i>Course Outcome</i>	<i>Course Content and Instructional Objectives</i>
Outcome 1: Develop and implement an athlete-centered philosophy.	Chapter II: Philosophy of Coaching
Objectives	1. Develop and refine a sound coaching philosophy 2. Understand coaching styles (command, cooperative, submissive, etc.)
Outcome 4: Provide athletes, coaches, and athletic administrators with research tools and leadership opportunities to foster professional development	Chapter VI: Research Topic: Review of Literature
Objectives	1. Incorporate a review of the literature 2. Utilize electronic databases for research purposes
Outcome 6: Organization and Administration; utilize appropriate and effective communication skills to properly promote their athletic program to the community, media, students and school personnel	Chapter III Goals and Vision Chapter VII: Elective Chapter : Program Development
Objectives	1. Describe your goals for personal and professional growth 2. Describe the goals and vision you have for your sport or program
Outcome 8: Know and understand the contemporary legal aspects of sport.	Chapter V Legal Aspects of Sport
Objectives	1. Explain basic risk management theory 2. Identify the 14 legal duties 3. Describe the importance of sport law and implications for the coach and athletic administrator
Outcome 9: Graduates will make coaching and administrative decisions reflecting awareness of the moral and ethical dimensions of issues encountered in sport	Chapter IV Ethics and Sportsmanship
Objectives	1. Critically analyze an ethical dilemma which a coach would encounter 2. Identify the importance of ethics as a coach or athletic administrator
Outcome 10: Learn: analyze and evaluate the principles of strength, power and cardiovascular conditioning	Chapter VIII: Elective Chapter
Objectives	1. Develop a year long sport specific training program

MCAA 595 Culminating Project: What is the Culminating Project?

The Culminating Project is a professional portfolio which demonstrates, applies and articulates specific knowledge and skills related to professional and academic development. You will draw upon knowledge gained in your coursework through the MCAA program.

The project is a form of assessment written to a professional standard in APA format. The project will be submitted with appropriate binding and published to the MCAA Program, ultimately becoming a part of Concordia University.

Evaluation criteria of Portfolio:

1. The portfolio should reflect the professional that you have become. Your work represents what you have learned in the MCAA Program and how it is applicable to your profession.
2. The quality of your thinking should be reflected in your written work; therefore, the writing should be of the highest quality. You are expected to make use of a qualified "Editor" for your paper.
3. A professional portfolio adheres to reference rules and publication standards—a hallmark of professionalism—is very important for the sake of consistency as well as easy reading and understanding by peers and fellow professionals.
4. Plan and write the portfolio in accordance with the American Psychological Association style.
5. Implementation of quoted material from books, databases or articles to support your writing.
6. The Portfolio should include the required five chapters, at least three elective chapters plus the appropriate appendices. (See sample Table of Contents in this syllabus)

The following specific details merit your attention:

- a. Use the Times Roman (or Times New Roman) type font in a 12 point size.
- b. Double-space each line, with the exception of the cover page.
- c. Use APA style for all citations, tables, charts, and the bibliography.
- d. Use one and one-half inch (1 ½") left margins and one-inch (1") right margins for all pages except for the cover page, table of contents, the first page of the chapter, references, and appendices, where the top page is two inches (2") from the top.
- e. Generally, use numerals to express number 10 and above, and words for numbers 9 and below.
- f. Paginate even early drafts, with the page number in the upper right-hand corner, one inch from the side. There is no rule about how far number should be from the top of the page.
- g. Microsoft Word (PC or Mac version) is the word processor standard for this program. Word features especially useful may be (a) Tables; (b) setting tabs; (c) for page number (setting starting page numbers, and where page numbers should start by inserting section breaks)
- h. Use Word's spelling and grammar check. Do not assume that spell check will catch everything—you are the primary proofreader and are ultimately responsible for errors.
- i. Use simple language when possible.
- j. All students should demonstrate a sound command of key vocabulary in their chosen area of expertise.
- k. Omit needless words, phrases, dangling modifiers, fragments, and run together sentence.
- l. Your reference list should only include sources that you cite in the body of your paper.
- m. Your portfolio should flow (have a smooth transition) from chapter to chapter with a logical sequence of material
- n. This is a legacy piece. Plan and write the content that reflects the skills and knowledge you have gained throughout your academic career in the MCAA Program, keeping your writing in third person.
- o. Monitor your schedule and tasks to be completed in the creation of the portfolio. Move forward with steady, observable progress. Students must receive written approval indicating that an MCAA faculty member has agreed to serve as your portfolio advisor. Do not assume that your advisor has approved any part of your work until they have done so. Make sure that you have received departmental and advisory approval before proceeding with your portfolio.
- p. Students should create reasonable timelines for the evaluation of all work
- q. The deadline for completion should allow ample time for advisement, formal departmental approval and recording by the Registrar's office.

COURSE EVALUATION –

- a. **Grading Criteria and Structure:** All assignments must be submitted on due date. Material handed in after the due date will affect the time for instructor feedback.
- b. Students who desire reasonable accommodations due to a documented disability need to inform the instructor.
- c. **Policy on Academic Honesty and Plagiarism** is available on Blackboard.

Timeline to Complete the Portfolio

Students will first enroll in MCAA 595. If after the term the student has not completed the portfolio, the student will enroll in MCAA 595E. This is an extension course at no additional charge. If however the student does not finish after two consecutive terms, the student will enroll again for 595E each additional term they register for up to one calendar year. If the student has not completed the portfolio satisfactorily in one year, the student is responsible for enrolling again in MCAA 595 and paying the tuition fee for the course again.

Please note: If you stop out during a term, your timeframe still remains as one calendar year from the day you first enrolled.

Example:

Fall I Student is enrolled in MCAA 595- Charged for the course

Fall II Student is enrolled in MCAA 595E1- NO CHARGE

Spring- Student is enrolled in MCAA 595E2 – NO CHARGE

Summer-Student is enrolled in MCAA 595E3 - NO CHARGE

Fall I- Student is still not finished and one year is up he or she must enroll in MCAA 595 again and pay the full tuition for the course again

Grading Policy

This is a Pass /Fail class. Students who do not finish MCAA 595 in one term will receive an IP (In Progress) grade. The student will then enroll in MCAA 595E the following term. At completion of the portfolio the student will either receive a “P” passing grade or “F” failing grade .

Important information:

- Create a “flow” or transition from topic to topic, chapter to chapter.
- The importance of timeline is important:
 - Stick with the specific due dates outlined in the syllabus. Any deviation from this will result in possibly having to register in the extension course the next term.
 - Expect at least one revision per chapter, if more are needed this may mean you will enroll in MCAA 595E (Extension) course for the following term.
- Incorporate work that you have completed in MCAA classes. (Previous developed work will be included in the Appendix)

You may want to decide on a theme for your portfolio and title it or you can entitle it Professional Portfolio. Below are previous titles from portfolios submitted to give you an idea:

Becoming a Coach of Significance

Developing a Fencing Program in A Public School Environment

Coaching Matters

Effectively Modeling Leadership within a Fitness Based Physical Education Program

Athletes First- Winning Second

Learning to Lead

Developing Complete Athletics: Teaching Life Skills through Basketball and Interpersonal Relationships

How Do I Help Youth Use Sport Principles to Improve Their Lives?

Creating a Championship High School Softball Program

Effectively Modeling Leadership through Participative Examples in Coaching and Athletic Administration

A Life in Coaching

All work must begin with an acceptable cover page. The following sample is provided as a guideline.

Professional Portfolio
(You may choose to include an additional title or subtitle for your work)
By

John Doe

Presented in Partial Fulfillment of Requirements
For the Degree of
Masters of Coaching and Athletic Administration
In
Exercise and Sport Science

Concordia University
Irvine, Ca.
2008

Approved by:

Graduate Advisor

Date

This page should be followed by the acknowledgement page. Although some students prefer to place this page in the appendix section, it is highly preferred that acknowledgements be placed after the title page.

Your portfolio must include a paginated table of contents. Items in **bold** must be addressed in each student's portfolio. Each portfolio will be a unique individual work and the selection of material will vary with each project.

Sample

Chapter	Table of Contents	Page Number
PREFACE: ACKNOWLEDGEMENTS		
I. Statement of Purpose		1
II Philosophy of Coaching Athletics..... Or Philosophy of Athletics		?
III. Goals and Vision.....		?
IV Ethics and Sportsmanship.....		?
V. Legal Aspects and Considerations.....		?
VI Your Choice (Research Topic: Review of Literature or insert in Appendix).....		?
VII. Your Choice (Program Development).....		?
VIII. Your Choice.....		?
IX Closing statement.....		?

Incorporate material from classes taken during the MCAA experience.
Portfolio elective chapters to be determined.

Suggested Appendices: [Bold-face items required]

- A. **Current Resume**
- B. **Current Curriculum Vitae**
- C. **References**
- D. **Three recent letters of recommendation (not more than 2 years)**
- E. **Review of Literature (If not included within Chapter VI)**
- F. **Risk Management Plan**
- G. **14 Legal Duties**
- H. **Interviews**
- I. **Detailed plans, supporting documentation, other information**
- J. **Other components specific to individual professional portfolio**

Upon final written approval from your portfolio instructor, one professionally-bound copy and an electronic copy of the portfolio must be submitted to the MCAA Program. Please mail (email) to:

If you are an onsite student 3 professionally-bound copies are to be submitted.

Chelsea Rhodes
MCAA Program
1530 Concordia West
Irvine, CA 92612-3203



Office of Career Development and Services
Victoria Jaffe, Director – (949)854-8002,
Ext 1584- Location: Student Success Center
Location:

RESUME AND COVER LETTER LINKS

www.cuicareers.com – Registration as a CUI student required. >first page> Optimal Suite: Resume Cover Letter – Register with your Eagles e-mail. Step-by-step, select-and-build resume link (For the exclusive use of Concordia University's students).

<http://www.collegegrad.com>
Good Resume Samples

<http://www.collegegrad.com/job-search-videos/>
Excellent one minute videos on parts of the resume

<http://www.jobweb.com/resumes.aspx?folderid=116>
Resumes

<http://www.jobweb.com/students.aspx?folderid=134>
Sample Cover Letters

http://wtcareer.wtamu.edu/cs/student/Resume%20workshop/RW_title.htm
Bottom of the page Excellent Online Resume Workshop (+ specific example for new teachers) Check out Resume Articles Icon

www.cvtipic.com The why and how of preparing a Curriculum Vitae

http://www.quintcareers.com/Career_Job-Search_A-Z_index.html: > Resume Samples
Search for excellent resume and cover letter tutorials. Thank you letters, Curriculum Vitae
www.quintcareers.com/e-resume_format.html All about ELECTRONIC resumes.
http://www.quintcareers.com/action_verbs.html Action Verbs by skill category and alphabetical

<http://www.meredith.edu/hess/portfolios.htm> Good sports and exercise resumes and portfolios

www.career-resumes.com Good samples for experienced applicants

<http://workbloom.com/resume/resume-examples.aspx> Resume examples categorized by career stage

<http://www.Resumes-for-teachers.com/> Resources for teachers

www.JobHuntersBible.com
Hosted by the author of *What Color is Your Parachute*, Richard Bolles. Resume, cover letters, Thank you letters, and job boards.

Numerous books on resume writing cover letters, thank you letters and other resources; find them at the Career Development Services Office.

Victoria.jaffe@cui.edu Resume & cover letter critique contact Victoria, Office of Career Development Services

P:\workshops>resume>resume resources>handouts



Dear Iowa MCAA Student:

Included in this correspondence, you will find answers to the following questions

1. The name and title of the course
2. A brief description of the subject matter of the course
3. The tuition charge for each course
4. The refund policy
5. Credential/certificate awarded
6. Name of accrediting agency

1. The name and title of the course you are taking:

- | | |
|--------------|---|
| a. MCAA 510 | Principles of Coaching & Leadership |
| b. MCAA 530 | Ethics and Sport |
| c. MCAA 550 | Research Methods & Analysis |
| d. MCAA 580 | Legal Aspects of Sport |
| e. MCAA 595 | Culminating Project |
| f. MCAA 595E | Continuing of Culmination Project |
| g. MCAA 520 | Psychology of Coaching |
| h. MCAA 540 | Sport Technologies |
| i. MCAA 560 | Leadership & Administration |
| j. MCAA 561 | Athletic Finance |
| k. MCAA 562 | Facility Planning and Event Management |
| l. MCAA 568 | Advanced Theories and Strategies for Coaching Soccer |
| m. MCAA 569 | Advanced Theories and Strategies for Coaching Lacrosse |
| n. MCAA 570 | Sport Medicine & Performance |
| o. MCAA 571 | Advanced Theories and Strategies for Coaching Golf |
| p. MCAA 572 | Advanced Theories and Strategies for Coaching Cross Country |
| q. MCAA 573 | Advanced Theories and Strategies for Coaching Basketball |
| r. MCAA 574 | Advanced Theories and Strategies for Coaching Football |
| s. MCAA 575 | Advanced Theories and Strategies for Coaching Softball |
| t. MCAA 576 | Advanced Theories and Strategies for Coaching Volleyball |
| u. MCAA 577 | Advanced Theories and Strategies for Coaching Baseball |
| v. MCAA 578 | Advanced Theories and Strategies for Coaching Water Polo |
| w. MCAA 579 | Advanced Theories and Strategies for Coaching Wrestling |
| x. MCAA 585 | Strength, Speed, & Conditioning |
| y. MCAA 590 | Concordia University Coaching Academy |
| z. MCAA 591 | Athletic Director Institute |

2. A brief description of the subject matter of the course:

- a. MCAA 510: Principles of Coaching & Leadership
Methods of teaching sport skills, and sport management skills. The purpose will be to promote athletes' growth, development, and learning, while teaching age-appropriate skills. Includes analysis of National Coaching Standards.
- b. MCAA 520: Psychology of Coaching
Sport psychology principles applied in a coaching environment, including the concepts of motivation, confidence building, competitive anxiety, communication skills, group processes, and emotional growth.
- c. MCAA 530: Ethics and Sport
Examination and analysis of the philosophy and ethics of coaching. Students will examine how values are communicated, and how to facilitate positive social and emotional growth. Students will write personal statements on their philosophy of coaching, and will work through ethical dilemmas in sport.
- d. MCAA 540: Sport Technologies
Current uses and application of technology in sport. Included will be video analysis of skill, analysis of computer data printouts, and integration of technology with coaching and administration applications. Students will apply skills, strategies and tactics in applied analysis training.
- e. MCAA 550: Research Methods & Analysis
Review of graduate research techniques. Introduction to action research and professional portfolio development.
- f. MCAA 560: Leadership & Administration
Principles of leadership, organization, and management of sport programs. Included will be leadership skills and techniques, communication, scheduling, and program reviews.
- g. MCAA 561: Athletic Finance
An advanced study in the finance, marketing and sponsorship of sport programs. The class will incorporate the theories of athletic finance, current strategic planning models, sport facility related finance and facility management.
- h. MCAA 562: Facility Planning and Event Management
Study in event management and the planning and development of sport facilities. The development of new sport facilities, renovation of existing sport facilities and the management of sport venues will be incorporated. Students will review event planning models, sport facility related finance, and facility management.



- i. MCAA 568: Advanced Theories and Strategies for Coaching Soccer *Intensive Course
This class will provide soccer coaches with the tools to build upon their coaching philosophy, assist with program development, and continue with professional growth. The program will include: practice planning, technical vs. tactical training, cultivating relationships with administrators, parent groups, and officials and preparing players for the next level. This will be done through classroom and practical instruction, as well as presentations by guest speakers. *Online students must attend certain classes specified by the professor.
- j. MCAA 569: Advanced Theories and Strategies for Coaching Lacrosse *Intensive Course
This course will serve to further the knowledge of both the veteran and the new lacrosse coach, covering topics such as: skills development, teaching lacrosse tactics and strategy, coaching philosophy, practice organization, developing strength training/conditioning programs, improving relationships with game officials, parents and Booster groups, and more. *Online students must attend certain classes specified by the professor.
- k. MCAA 570: Sport Medicine & Performance
Recognizing and caring for sport injuries. Included will be basic physical evaluation and taping skills, as well as purposes and procedures for adequate care of injured athletes. An application of nutrition information and eating to win is also included.
- l. MCAA 571: Advanced Theories and Strategies for Coaching Golf *Intensive Course
Advanced training to improve the coaching of golf. Theories, strategies and course content will include: history and etiquette of the game, proper mechanics and teaching/recruiting techniques. A combination of classroom learning and practical application of driving range. *Online students must attend certain classes specified by the professor.
- m. MCAA 572: Advanced Theories and Strategies for Coaching Cross Country *Intensive Course
A professional development training designed for high school and college cross country and distance running coaches. Topics will include: philosophy of the sport, best coaching practices, warm-up and stretching, successful training theory, cardio-training, nutrition, injury prevention, weight training theory, cardio-training, nutrition, injury prevention, weight training, mental training, and recruitment. *Online students must attend certain classes specified by the professor.
- n. MCAA 573: Advanced Theories and Strategies for Coaching Basketball *Intensive Course

A professional seminar designed to assist basketball coaches in developing their coaching philosophy, team building, and coaching strategies. Topics will include rules/regulations, team defense, special situations, fundamental offensive and defensive drills, strength and conditioning, and more. Experts currently working in the field will share/discuss their best practices coaching basketball. *Online students must attend certain classes specified by the professor.

- o. MCAA 574: Advanced Theories and Strategies for Coaching Football *Intensive Course
- p. MCAA 574 will offer football coaches the opportunity to increase their knowledge of operating a football program. This class will cover: position specific drills, offensive and defensive alignment and strategies, the importance of continual learning, the recruiting process, and situational coaching. Course instructors will include high school and collegiate level coaches leading in-class and on-field sessions. *Online students must attend certain classes specified by the professor.
- q. MCAA 575: Advanced Theories and Strategies for Coaching Softball *Intensive Course
This advanced level course will enhance the knowledge of novice and experienced softball coaches. Experts currently working in the field will discuss best practices for coaching successful softball programs. Areas covered will include: philosophies implementation of good practices, identifying common coaching mistakes, fundamentals for each position, on-field implementation drills, good hitting basics, technology to improve hitting, on-field team defense and strategy, recruiting process, identification of coaching methods and personal coaching. *Online students must attend certain classes specified by the professor.
- r. MCAA 576: Advanced Theories and Strategies for Coaching Volleyball *Intensive Course
This class will provide volleyball coaches with advanced training to improve coaching in volleyball. Discussion will include coaching philosophy, difference in the men's and women's game, training techniques in practice, coaching strategy, use of technology in practice and matches, sand volleyball, and running of high school, club and collegiate programs. The class will cover the various skills of volleyball, including attacking, blocking, setting, defense, passing and serving. *Online students must attend certain classes specified by the professor.
- s. MCAA 577: Advanced Theories and Strategies for Coaching Baseball *Intensive Course
This class will provide advanced training to improve the coaching in baseball. Theories, strategies and best practices will include: planning, organizing and conducting quality practices; hitting and pitching mechanics and fundamentals; offensive and defensive strategies; baseball specific strength and conditioning; college recruiting and

professional scouting elements. There will be guest instructors and on-field demonstrations throughout the class. *Online students must attend certain classes specified by the professor.

t. MCAA 578: Advanced Theories and Strategies for Coaching Water Polo *Intensive Course

An educational seminar designed to assist water polo coaches in developing a framework for the operation of an aquatics program. This training will serve as a valuable tool for veteran and new aquatics coaches. Topics will include: rules/regulations, coaching philosophy, best practices within training sessions, developing strength training/conditioning programs and improving relationships among game officials, parents and Booster groups. *Online students must attend certain classes specified by the professor.

u. MCAA 579: Advanced Theories and Strategies for Coaching Wrestling *Intensive Course

This course will serve to enhance the knowledge of both the new and veteran wrestling coach. Topics to be discussed will include skills development, tactics and counter moves, promoting your program, use of technology, coaching philosophy, strength and conditioning, practice organization, and community/media relations. There will be demonstrations and distinguished guest speakers throughout the course. *Online students must attend certain classes specified by the professor.

v. MCAA 580: Legal Aspects of Sport

Legal aspects of sport administration and coaching, including analysis of liability, application of sport law, and risk management. Included will be case reviews.

w. MCAA 585: Strength, Speed, & Conditioning

Principles of strength, flexibility, power and cardiovascular conditioning. Students will learn to construct and apply conditioning programs.

x. MCAA 590: Concordia University Coaching Academy

Selected topics provide training for coaches and athletic directors, including coaching certification, substance abuse prevention training and current issues and challenges facing coaches. Currently not offered online.

y. MCAA 591: Athletic Director Institute

A professional seminar designed to assist athletic directors enhance the operation of the athletic department. The training will serve as a valuable tool for new and veteran athletic administrators. Topics include rules and regulations, organization, health and

safety, emergency procedures, athletic eligibility, office management, scheduling, officials, personnel evaluation, gender equity and budget. Currently not offered online.

z. MCAA 595: Culminating Project

Application of knowledge and skills related to the student's specific area of coaching. Students will develop a comprehensive portfolio.

aa. MCAA 595E: Continuing of Culmination Project

bb. This class is an extension of MCAA 595 and students are to enroll in this course if they have not completed their portfolio while enrolled in MCAA 595. Students are not charged for this course. However, if students enroll in this course they are responsible for following the current MCAA 595 portfolio guidelines at the time they submit the final portfolio. Therefore, previously written chapters that were completed during any previous terms may need to be re-written in order to satisfy the current portfolio guidelines. Students are responsible for following all current guidelines. Portfolios submitted based on previous guidelines will not be approved.

3. The tuition charge for each course:

- a. \$420 per semester unit / \$1680 per class
- b. \$15,120 total, plus fees and books

4. The refund policy:

- a. If the student withdraws during a semester, the portion of the federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew. If the percentage earned is sixty percent (60%) or greater, the student is considered to have earned one hundred percent (100%) of eligibility. This policy does not affect the student's charges. The University's withdrawal policy will be used to determine the reduction, if any, in the student's tuition, room and board charges. Concordia University's refund policy is determined by a weekly percentage until the sixty percent (60%) or greater point in the semester is reached. If it is determined that a portion of the financial aid received on the student's behalf is unearned, the University shares with the student the responsibility of returning those funds. Any grants and loans that a student is required to return to the federal programs are considered an overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay or make arrangements to repay an overpayment, the student will lose his/her eligibility to receive future federal financial aid at any institution.



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- b. If you decide to drop a class please see tuition refund amounts below: Prior to 2nd class meeting - Week 1 = 93% tuition refunded
 - i. Prior to 3rd class meeting - Week 2 = 86% tuition refunded
 - ii. Prior to 4th class meeting - Week 3 = 79% tuition refunded
 - iii. Prior to 5th class meeting - Week 4 = 72% tuition refunded
 - iv. Prior to 6th class meeting - Week 5 = 65% tuition refunded
 - v. By the End of Week 6 or later = 0% tuition refunded
- 5. Credential or certificate:
 - a. At the conclusion of the program, the student will receive a Master of Arts in Coaching and Athletic Administration degree
- 6. Name of the accrediting agency:
 - a. WASC- Western Association of Schools & Colleges